



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH DIVISION (INSTITUTIONAL TRAINING)
COLONEL ERNEST H. DERVISHIAN US ARMY RESERVE CENTER
6700 STRATHMORE ROAD
RICHMOND, VIRGINIA 23237-1100

REPLY TO
ATTENTION OF

S: 15 July 2004

AFRC-TVA-PR (135)

5 Jun 2004

MEMORANDUM FOR

Commanders, All USARC Major Subordinate Commands, ATTN:
DCS PER/G1/ACSPER/ACSPA
Commander, U.S. Army Europe and Seventh Army, ATTN: AEAGC-RC-AR, APO AE
09007
Commander, U.S. Army Pacific, ATTN: ARPC-AR, Fort Shafter, HI 96858-5100
Commander, U.S. Army Special Operations Command, ATTN: AOPE-RPB, Fort Bragg,
NC 28307-5200
Commander, U.S. Army Human Resources Command ATTN: ARPC-EPH-B, 1 Reserve
Way, St. Louis, MO 63132-5200

SUBJECT: Announcement for the Non-Nominative Position of the Command Sergeant
Major (CSM), 1st Brigade, 80th Division (IT)

1. Applications are being accepted for the non-nominative position of CSM, 1st Brigade, 80th Division (IT) (W72WAA) 998 Chisholm Avenue, Fort Meade, MD 20755-5340. Request widest possible dissemination of this announcement. Only current CSMs and SGMs with reappointment rights may apply. Applicants must be able to complete this assignment prior to reaching their mandatory removal date at age 60.
2. **SUMMARY OF DUTIES:** The incumbent will serve as the Command Sergeant Major for the 1st Brigade. Serves as the principal advisor to the Brigade Commander and members of the staff on all enlisted issues to include personnel, training, physical fitness and readiness posture. Maintains liaison with the senior enlisted leadership throughout the 1st Brigade and higher headquarters.
3. **ELIGIBILITY CRITERIA:** Command Sergeants Major with Battalion and Brigade level experience are eligible to apply.

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- a. The Commander desires the following qualifications:
 - (1) Excellent management, leadership and communication skills.
 - (2) Must promote the Army Physical Fitness and Training Program.
 - (3) Must meet height and weight standards IAW AR 600-9.
 - (4) Possess broad technical and operational knowledge of Enlisted Personnel Management, Army Training Doctrine. Must be familiar with the enlisted advancement and promotions system, to include retention and incentive programs. Proficient with Non- Commissioned Officer Education System and the Noncommissioned Officer Evaluation System.
 - (5) Sergeants Major Academy graduate.
 - (6) Must possess a SECRET security clearance.
 - (7) Must be able and willing to perform extensive duty and travel in addition to the regularly scheduled IDT and AT.
4. APPLICATION PROCEDURES: Assemble packet in a manila folder with tabs. Application packets will be assemble in the following format:
- TAB A. Current official photo
- TAB B. Biographical summary IAW Figure 6-1, AR 135-205.
- TAB C. Certified true copies of DA Form 2A and 2-1. The following will be entered in item 35, DA Form 2-1 and will be completed by the soldier: "I have reviewed the information contained herein and it is correct and complete", signature and date.
- TAB D. Certified true copies of last five (5) NCOERs.
- TAB E. Current DA Form 705, showing the last (3) three APFT's (must be within 6 months).
- TAB F. Statement of height/weight witnessed and signed by the Commander. Also, submit DA Form 5500-R or 5501-R, Body Fat Content Worksheet, if applicable.

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TAB G. Statement of Security Clearance verification from Security Manager.

TAB H. DA Form 1059 from Sergeant Major Academy.

5. All applications must be submitted directly to the Commander, 80th Division (IT), 6700 Strathmore Road ATTN: AFRC-TVA-PR, Richmond, VA 23237-1100, to arrive not later than 15 July 2004.
6. Additional information can be obtained at (804) 271-5806, (800) 315-9102, ext 5806 and, Fax (804) 271-5807.

//Original Signed//
Deputy Chief of Staff